

## **5.0 OVERALL MANAGEMENT RESPONSIBILITIES FRAMEWORK**

### **5.1 Manager and Deputy Managers**

- 5.1.1 Direct and manage SRS in accordance with DOE-HQ direction and within the bounds of assigned authority and responsibility. Provide landlord activities and continual safeguards and security, financial, administrative, legal, contract, and other miscellaneous support for NNSA-SRS or other Cognizant Secretarial Offices (CSO) at SRS. Provide Team Leaders to NNSA-Savannah River Site Office to support the DOE Radiological Assistance Program (RAP). Report to the DOE Assistant Secretary for Environmental Management (EM-1), Lead Program Secretarial Officer, with respect to the environmental cleanup and closure mission performed at SRS.
- 5.1.2 Ensure safety is a prime consideration in assigned work practices of all personnel in all management and working levels, regardless of who performs the work.

### **5.2 Assistant Managers/CFO/Chief Counsel/Office Directors**

- 5.2.1 Develop, review, direct, and administer programs, functions, and policies under their purview in accordance with the DOE-SR mission, policies, applicable directives, and approved standards and procedures. Develop and implement policies within functional areas of responsibility where policy is nonexistent.
- 5.2.2 Integrate activities of subordinate employees to produce a coordinated, efficient effort. Have overall responsibility for implementing policies and establishing procedures in accordance with applicable directives for the selection, training, assignment, and development of subordinate employees, including preparing and maintaining appropriate personnel records.
- 5.2.3 Serve as spokespersons for DOE when addressing contractor management, NNSA-SRS and DOE-HQ, regulatory agencies, independent oversight boards, the media, and the public.
- 5.2.4 Obtain resources and administrative support for subordinate organizational units. Demonstrate a personal commitment to the highest standards of safety, health, and environmental protection, and ensure that the day-to-day activities of DOE-SR employees are carried out in a safe and environmentally sensitive manner. Support and participate in management programs, strategic planning, development of strategic execution guidance, budget development, contractor evaluation, Performance-Based Management (PBM), Employee Concerns, Quality Improvement Plans (QIPs), External Affairs, and Affirmative Employment/Equal Employment Opportunity (EEO) and Diversity programs and practices. Identify costs savings. Continually support and promote the prevention of waste, fraud, abuse, and mismanagement. Provide Team Leaders to NNSA-Savannah River Site Office to support the DOE Radiological Assistance Program (RAP).

- 5.2.5 Provide continual support and technical advice within functional areas of responsibility for NNSA-SRS or other CSOs at SRS as requested or assigned.
- 5.2.6 Ensure the integration of lessons learned into the activities performed by DOE-SR employees through the utilization of effective methods to share and use the knowledge gained by DOE-SR personnel from their experiences; summarize and disseminate innovative, safe, efficient and cost effective practices to appropriate DOE personnel; and help prevent the recurrence of undesirable outcomes within DOE-SR.
- 5.2.7 Provide overall leadership and direction for oversight of assigned contractor and Federal programs and activities as defined herein.
- 5.2.8 Ensure safety is a prime consideration in assigned work practices of all personnel at all management and working levels, regardless of who performs the work.

### **5.3 Division/Office Directors**

- 5.3.1 Carry out assigned programs and functions safely and efficiently within pertinent policies and requirements. Develop and implement policies within functional areas of responsibility where policy is nonexistent. Provide continual support and technical advice for NNSA-SRS or other CSOs at SRS as requested or assigned. Represent DOE-SR externally within assigned areas of responsibility. Collaborate with other Directors and program officials on matters of mutual concern to ensure that crosscutting activities are adequately integrated, such as lessons learned. Serve as first-level supervisors, implementing policies and establishing procedures in accordance with applicable directives for the selection, training, assignment, and development of subordinate employees, including maintaining appropriate personnel records. Review, on a continuing basis, the assigned organization and functions to identify opportunities for improvement. Provide overall leadership and direction for oversight of assigned contractor and Federal programs and activities as defined herein. Support and participate in management programs such as strategic planning, development of strategic execution guidance, budget development, contractor evaluation, PBM, Employee Concerns, QIPs, External Affairs, and Affirmative Employment/EEO/Diversity programs and practices. Identify cost savings within assigned areas of responsibility. Continually support and promote the prevention of waste, fraud, abuse, and mismanagement.
- 5.3.2 Responsible for ensuring the effective implementation of ISMS. Demonstrate a personal commitment to the highest standard of safety, health, and environmental protection. Ensure that the day-to-day work activities within assigned facilities or scope of responsibility, regardless of who performs the work, are conducted efficiently and in a safe manner to ensure protection of the workers, the public, and the environment. Monitor the processes for work activities for identifying, analyzing, and categorizing facility and activity hazards. Review adequacy of controls to prevent/mitigate hazards to safety and health. Monitor and assess performance and compliance with established ES&H requirements for work activities which fall within assigned scope of responsibility, regardless of who performs the work. Exercise "stop work" authority when operations pose a threat to workers or public safety.

## 5.4 Line Management Organizations

- 5.4.1 Line management organizations are those organizations that have direct authority and/or responsibility for the safe, secure, and efficient operation of DOE facilities and activities. Assistant Managers (AMs) and Division Directors provide programmatic support to the Manager, DOE-SR, and have delegated authority to represent line management.

**NOTE:** The NNSA-SRS Managers have line responsibility for their bounded set of facilities for which they have responsibility.

- 5.4.2 Determine the need for operating and capital expenditures and serve as DOE-SR program sponsors for projects performed by contractor organizations under the respective AM cognizance. Provide overall leadership and direction for oversight of assigned contractor and Federal programs and activities as defined herein.
- 5.4.3 Responsible for ensuring the effective implementation of ISMS. Demonstrate a personal commitment to the highest standard of safety, health, and environmental protection. Ensure that the day-to-day work activities within assigned facilities or scope of responsibility, regardless of who performs the work, are conducted efficiently and in a safe manner to ensure protection of the workers, the public, and the environment. Monitor the processes for work activities for identifying, analyzing, and categorizing facility and activity hazards. Review adequacy of controls to prevent/mitigate hazards to safety and health. Monitor and assess performance and compliance with established ES&H requirements for work activities which fall within assigned scope of responsibility, regardless of who performs the work. Exercise "stop work" authority when operations pose a threat to workers or public safety.
- 5.4.4 Senior managers have the responsibility to create a situation where there is an unbroken chain of fully qualified Senior Technical Safety Managers (STSM) in positions of authority. Management has various options to address or compensate for a situation where the incumbent in an identified STSM position does not meet the education and/or experience requirements contained in the STSM Qualification Standard, or does not demonstrate the competency necessary to discharge safety management responsibilities. These options include:
- A. Maintain the incumbent in the respective position and have a fully qualified STSM assigned to the office responsible for the technical aspects of decisions;
  - B. Clearly identify through changes in position descriptions that the incumbent does not make final decisions on technical issues;
  - C. Provide support to allow the individual to make a career change that would allow the individual to qualify as a STSM; or
  - D. Reassign the individual to a position that does not require the individual to qualify as a STSM.

Line Assistant Managers also have the responsibility to ensure that their safety management responsibilities relative to technical decisions or directions are appropriately delegated through qualified STSMs.

## 5.5 Management-Chartered Groups

There are various groups (committees, councils, etc.) that have been formally chartered by DOE-SR management to conduct activities associated with safety, security, project management, and the workforce. Charters for these groups will be maintained by the office with programmatic responsibility, as noted in each heading below, with copies of the charters provided to HRMDD. These groups include:

5.5.1 Executive Technical Management Board (ETMB) [MGR]. The ETMB sustains the culture of safety, security, competence and technical excellence, and institutionalizes as well as oversees the principles of ISMS operation. The ETMB guides plans and actions and enables effective Site-wide integration in the following four areas:

- Capability of the Federal Workforce,
- Technical Assessment Program (including the FR Program),
- Integrated Safety Management (including Authorization Basis Documentation), and
- Project Management System

The Chairman, ETMB, assigns tasks to various committees formally chartered with responsibilities in the four areas identified previously. Each committee periodically reports to the ETMB on issues, recommended actions, trends, etc. The ETMB and its standing committees are advisory in nature. They facilitate Site-wide integration of programs in their areas of cognizance and advise the Manager from that perspective. These committees include:

5.5.1.1 Facility Representative Council (FRC) [MGR] – Develops, recommends, and facilitates activities that enhance the FR Program, including ensuring effective integration of FR activities into line ES&H oversight.

5.5.1.2 Nuclear Safety Council (NSC) [SRPD] – Sustains progress in nuclear excellence. Integrates the efforts of line management and support organizations in the implementation of nuclear safety.

5.5.1.3 Project Evaluation Board (PEB) [OCPM] – Improves project management and performance. Assesses individual projects and crosscut project management systems, develops and recommends improvement plans, and integrates project management initiatives among all applicable organizations.

5.5.1.4 Technical Assessment Program Committee (TAPC) [SRPD] – Develops, recommends, and facilitates activities that enhance the Technical Assessment Program and improves the conduct and integration of technical activities among all applicable organizations.

- 5.5.2 Information Management and Technology Steering Committee (IMTSC) [OSSES] – Ensures that the information management and technology investments are focused on meeting corporate objectives and that information management activities are consistently implemented. Provides a corporate perspective to strategic and operational planning for information management and technology. Advises the Chief Information Officer and the Senior Management Team on information management and technology issues. Assesses information technology projects and provides input to the Manager, DOE-SR, for project critical decisions.
- 5.5.3 Employee Recognition Advisory Committee (ERAC) [HRMDD] – Monitors and evaluates incentive award results, trends, and performance measures (i.e., demographics); briefs senior managers on its overall assessment of trends; discusses programmatic issues related to the overall awards process; and recommends solutions to senior managers. Selects the Employee of the Quarter/Employee of the Year, Administrative Support Assistant of the Year, and the John B. Whitsett Memorial Award recipients.
- 5.5.4 Diversity Council [OCR] – Sustains a forum for employees and management to conduct discussions of various diversity topics for informational purposes. Topics include DOE diversity initiatives, special emphasis programs, minority serving institutions, and other subjects under the equal employment opportunity and diversity umbrella.
- 5.5.5 Baseline Configuration Control Board [OCPM] – Ensures the proper definition, coordination, evaluation, and disposition of proposed changes to the SRS Contract Performance Baseline, and EM program elements under the configuration control of the DOE EM-HQ Configuration Control Board. Reviews proposals to reallocate funds. Ensures each change document – Baseline Change Proposal (BCP) or Request for Equitable Adjustment – submitted by the Contractor is reviewed and evaluated using appropriate criteria and approved at the authorized level of management.